

United States Court of Appeals for the Second Circuit



VACANCY ANNOUNCEMENT

September 15, 2014
Reference# FY14-19

Position Title: Chief Deputy Clerk

Location: Clerk's Office, 40 Foley Square, NYC

Salary Range: To JSP- 16 (\$151,905 - \$167,000)
depending on experience,
current salary and qualifications.

Closing: September 22, 2014

Position Overview: The Chief Deputy Clerk of the Court of Appeals is the second ranking officer in the Clerk's Office. At the direction of the Clerk, the Chief Deputy assists in the conduct of the court's business, including: case management, manual and electronic records maintenance, court calendars oversight, statistical reporting, opinion publication and circulation, staff management and development, and special projects.

The Chief Deputy also monitors the effectiveness of case management procedures, supervises data collection; oversees fee collections and attorney admissions; advises the Clerk on matters pertaining to substantive and procedural law; participates in the implementation of NextGen CM/ECF; assists in the adoption and implementation of rules and policies consistent with the Federal Rules of Appellate Procedure and the U.S. Code to better serve judges, the bar, litigants and the public.

Requirements: J.D. degree, minimum 8 years litigation or court-related experience - appellate practice a plus. Facility with case management systems. At least 3 years progressively responsible experience in administration, management and/or staff supervision. Excellent writing, communication and oral presentation skills. In the alternative, a preferred minimum of 15 years appellate-court related experience, especially in a federal court, may substitute for an academic degree.

Qualified applicants must submit their resumes and a cover letter identifying how their experience relates to the duties of the position. References may be requested at a later date.

**Resumes and cover letters must be submitted by email to: resumes@ca2.uscourts.gov
E-mail subject line: Human Resources, Reference# FY14-19**

**THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.
EQUAL OPPORTUNITY EMPLOYER**